

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(06/06/2011)

Subject: Power Facilities Technical Documents

Purpose: Establish the requirements for the technical documents describing the Bureau of Reclamation O&M procedures, practices, and schedules. The benefit of this Directive and Standard (D&S) is ensuring the reliability of the Bureau of Reclamation's power facilities.

Authority: The Reclamation Act of 1902 (Act of June 17, 1902, ch. 1093; 32 Stat. 388), the Town Sites and Power Development Act of 1906 (Act of April 16, 1906, ch. 1361, 34 Stat. 116), Federal Power Act of 1920 (Act of June 10, 1920, ch. 285, 41 Stat. 1063), Reclamation Project Act of 1939 (Act of August 4, 1939, ch. 418, 53 Stat. 1187), Energy Policy Act of 1992 (Act of October 24, 1992, 106 Stat. 2776), Energy Policy Act of 2005 (Act of August 8, 2005, 119 Stat. 594), and acts relating to individual dams or projects.

Approving Official: Director, Technical Resources

Contact: Power Resources Office, 86-61600

1. **Introduction.** Reclamation is striving to provide a uniform set of operation and maintenance (O&M) procedures, practices, and schedules to be utilized by the staff at Reclamation power facilities for the O&M of power facilities. As required in the Reclamation Manual Policy, *Power Operations and Maintenance Technical Standards*, FAC P14, regions must define "techniques and approaches" for the O&M of power facilities. The uniform set of O&M procedures, practices, and schedules serve as the resource for the regions to define their techniques and approaches and are intended to provide a sufficient level of detail to ensure consistent application and still provide flexibility for the use of innovative techniques and approaches to meet the equipment O&M requirements. This D&S establishes the requirements associated with the documents containing the procedures, practices, and schedules.
2. **Applicability.** This release applies to all Reclamation power facilities operated and maintained directly by Reclamation staff. All Reclamation offices involved in power O&M are required to implement this D&S within the limits imposed on Reclamation by Federal laws, orders, and regulations, including limitations on the expenditure of Federal funds.
3. **Definitions.**
 - A. **Directors.** The Senior Executive responsible for specific programs or facilities. This definition includes the regional directors; the Director of Security, Safety, and Law Enforcement; and the Chief Information Officer.

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(06/06/2011)

- B. **Facilities Instructions, Standards, and Techniques (FIST).** These are Reclamation documents that describe practices, procedures, and schedules that are used in the operations and maintenance of Reclamation power facilities.
 - C. **FIST Variance.** An approved alternative practice, procedure, or schedule to the Reclamation standard defined in FIST utilizing the process for documenting the alternative described in FIST.
 - D. **Local Instructions.** These documents establish the required practices, procedures, and schedules unique to the power facilities for which they are approved. Local Instructions can take many forms including FIST Variances, business practices or other specific format developed by the Regions.
 - E. **Power Equipment Bulletin (PEB).** These documents provide special notification of equipment-specific issues, actions, and mitigations when operating or maintaining that equipment.
 - F. **Power Reliability Compliance Bulletin (PRCB).** These documents provide special notification of bulk electric system (BES) reliability specific issues, actions, and mitigations when operating or maintaining BES equipment.
 - G. **Reliability Compliance.** The activities associated with requirements listed in Reliability Standards or rulings by FERC relative to the reliability of the BES.
 - H. **Technical Documents.** A pseudonym for FISTs, PEBs, PRCBs, and Local Instructions.
 - I. **Techniques and Approaches.** A term in the Reclamation Manual Policy, *Power Operations and Maintenance Technical Standards*, FAC P14 referring to practices, procedures, and schedules approved by the Directors for the O&M of equipment on power facilities.
4. **Responsibilities.**
- A. **Director, Technical Resources.** The Director, Technical Resources, or as delegated, is responsible for administration of FISTs, PEBs, and PRCBs.
 - B. **Director, Technical Service Center (TSC), Infrastructure Services Division.** The Chief, Infrastructure Services Division, utilizing funding provided by the Power Resources Manager, is responsible for:

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(06/06/2011)

- (1) developing the various FISTs as commissioned by the Power Resources Manager;
- (2) incorporating comments received into the FISTs;
- (3) publishing approved FISTs;
- (4) publishing the various PEBs;
- (5) archiving PEBs addressed by the subsequent FISTs; and
- (6) maintaining an adequate supply of copies of FISTs and PEBs to support the needs of the regions.

C. Technical Resources, Power Resources Manager. The Power Resources Manager is responsible for:

- (1) commissioning the FIST development by the TSC, Infrastructure Services Division or Power Resources Office (PRO);
- (2) overseeing the revision of FISTs and PEBs;
- (3) approving FISTs for final publication;
- (4) developing, coordinating, and publishing of PRCBs as commissioned by the Reliability Council;
- (5) coordinating the revisions of FISTs; and
- (6) identifying the funding sources and distributing funding to support service providers' efforts to develop the FISTs, PEBs, and PRCBs.

D. Directors. Each Director is responsible for:

- (1) supporting the development and review of FISTs;
- (2) designating a representative(s) authorized to approve Local Instructions;
- (3) ensuring Power Managers participate in the development of D&S's related to the power O&M of Reclamation facilities;
- (4) ensuring Local Instructions are established to address O&M of equipment in power facilities; and

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(06/06/2011)

- (5) ensuring Local Instructions for the O&M of equipment in power facilities are implemented.
- E. **Reliability Council.** The Reliability Council will direct the development of Reclamation discretionary guidance on Reliability Compliance.
- 5. **Technical Documents - General.** Technical documents contain the practices, procedures, and schedules related to the O&M of Power facilities. These include:
 - A. **FISTs.** FISTs provide instructions, practices, procedures, schedules, and techniques useful in conducting operations and maintenance and developing specific Local Instructions.
 - B. **PEBs.** PEBs will provide explicit indication of action which the Reclamation offices must address through adoption or in their respective Local Instructions. PEBs also provide general O&M information to Reclamation O&M offices. This information usually involves recommendations, suggestions, or information regarding practices, procedures, or equipment that is useful in the O&M of facilities.
 - C. **PRCBs.** PRCBs are also used to provide more general BES reliability information which must be conveyed to the Reclamation O&M offices. PRCBs will provide indication of action which the Reclamation offices must address through adoption or in their respective Local Instructions.
 - D. **Local Instructions.** The level of detail must be sufficient to determine the frequency of maintenance, general procedures for conducting the maintenance, and effective dates. Local Instructions must address through adoption or variation, as a minimum, those areas of the FISTs, PEBs, and PRCBs that appear in bold text.
- 6. **Technical Document Content.** Procedures, practices, and schedules that appear in bold text in the Technical Documents are considered Reclamation standard practices and considered a minimum O&M activity level. Unless indicated otherwise, adoption of the Technical Document content as a Local Instruction is limited to the Reclamation standard practice. Variation from the adopted Reclamation standard practice is acceptable provided that Local Instructions exist to support the variation. Procedures, practices, and schedules in FIST that are in plain text are suggested, not a minimum O&M activity level. Variation from suggested procedures, practices, and schedules, do not require Local Instructions. Each FIST and PEB will be a stand-alone document. Procedures, practices, and schedules defined in the FISTs will reference other publications as a source, as applicable, but cannot use the referenced publications as an extension of the published practice. With the exception of those Local Instructions adopting Reclamation standard practices, Local

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(06/06/2011)

Instructions will include direct reference to industry practices, manufacturer's instructions, standing operating procedures, designers operating criteria, maintenance experience, or professional judgment.

7. **Technical Document Administration.** All Technical Documents, including those containing Reclamation standard practices adopted as a Local Instruction, must be published with an effective date to afford the offices responsible for implementing the Reclamation standard practice sufficient time to incorporate the practice into the local O&M process. Each office with administrative responsibility will ensure that at least one copy of each approved version of the respective Technical Documents are retained in a secure archived and retrievable manner for 6 years from the date that it was superseded. The process and authority over the publication of Technical Documents are defined as follows:
 - A. **FISTs.** The Power Resources Manager commissions the TSC, Infrastructure Services Division for the development, modification, and review of FISTs. The Infrastructure Services Division or PRO, as commissioned, will coordinate development, modification, and review of FISTs with regional subject matter experts to the degree possible. FISTs will be submitted to the Regional Power Managers by the Power Resources Manager for review and comment within their respective region for a period of time as agreed to by all the Regional Power Managers or for a minimum of 30 days. Comments incorporated into the FISTs will reflect the majority response received by the Power Resources Manager; however, the Power Resources Manager has the final determination of the FIST content. Publication of the FISTs will be limited to errata sheets, which must include a cover page summarizing the changes and listing the pages involved. The Power Resources Manager will develop annotation and notification procedures. The Infrastructure Services Division or PRO, as commissioned, will combine the approved FISTs and errata sheets for web publishing. The errata sheets will be maintained until the FISTs are republished following the review and comment process. FISTs approved by the Power Resources Manager will be disseminated initially by the Power Resources Manager to all appropriate offices. FISTs will be posted on the Internet and Intranet by the Infrastructure Services Division. The Infrastructure Services Division will maintain a stock of approximately 30 copies of each FIST and provide distribution of the copies upon request.
 - B. **PEBs.** Urgent and immediate notifications of changes in FISTs will be published as PEBs directly by the Infrastructure Services Division, until the PEB information is addressed in the relevant FISTs through the review and comment process and subsequently approved for publication. As determined necessary, PEBs will also contain urgent and immediate notifications of practices, procedures, or schedules not contained in FISTs. In either case, once the relevant FISTs are published, the PEBs will be withdrawn by the Infrastructure Services Division and archival copies annotated with reference to the FISTs which address the PEBs. PEBs approved by the Chief,

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(06/06/2011)

Infrastructure Services Division, or designee, will be disseminated to all appropriate offices by the Infrastructure Services Division. PEBs will be posted on the Intranet by the Infrastructure Services Division. The Infrastructure Services Division will maintain a stock of approximately 30 copies of each PEB and provide distribution of the copies upon request.

- C. **PRCBs.** The Reliability Council commissions the PRO to develop the PRCBs. Once approved by the Reliability Council, the PRCBs will be published electronically by the PRO and disseminated via email to all offices managing BES equipment. The PRCBs will also be posted on the Intranet for 5 years or until superseded.
- D. **Local Instructions:** The regional directors' designated representatives are responsible for the development of Local Instructions, which must contain the signature of the designated representative, a unique identifier, and an effective date. Local Instructions which are revised, modified, or superseded, must also contain the signature of the designated representative, a unique identifier, and a revision date as appropriate.